

## ***VT SIU Grants Application Guidance – FY14***

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***TO: FY14 Grant Applicants***

***FROM: Marc Metayer, Grants Program Manager***

***Subject: Grant Application Changes for FY14***

**The following guidance is provided to update applicants on changes to the VT SIU Grants application process for FY14.**

**Funding Levels:** Funding for Program Support Grants in FY14 is essentially level funded at the FY13 appropriation amount. In preparing your application, bear in mind that requests for increased funding support above last year's level will be difficult to accommodate. If your application does contain modest increases in funding requests, please prioritize your needs clearly and indicate why such increases may be necessary.

**Law Enforcement Support:** FY14 will continue the option for SIUs to apply for law enforcement support funding as part of the ***Program Support Grant***. The following limitations apply:

- Local SIU/MDT Board must approve this request; individual departments cannot apply for grants independent of the SIU (see: 24V.S.A.§1940(c))
- Law enforcement support requests should not increase the overall budget of the SIU; these requests may represent a shift of funding priorities, but it cannot be an additional funding demand
- Describe the method the SIU will use to maintain necessary administrative functions; identify the responsible party for, at a minimum, the following duties:
  - Grant management and reporting
  - Statistical tracking and reporting
  - Fund raising efforts
  - SIU/MDT scheduling and coordination
- Funding received for law enforcement under a ***Program Support Grant*** disqualifies the use of a separate ***Law Enforcement Support Grant*** for the SIU
- **NO overtime expenses**

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**NEW for FY14** is the increased maximum level for individual ***Law Enforcement Support Grants***. Based upon testimony during last year's budget development cycle, the VT SIU Grants Board approved increasing the maximum funding level to \$60,000 for a full time investigator assigned to SIU responsibilities. The FY14 budget was designed to accommodate up to eight (8) Law Enforcement Support Grants at this level of funding; FY12 & FY13 had eight grant awards in place for each year, which was used as the starting point in developing the FY14 budget line item. Grant awards beyond the projected number of eight will be contingent upon available funding, as in the past. ***SIUs will disburse this funding in quarterly payments to participating departments.***

Reimbursement grants for sheriff's departments in Essex County and Grand Isle County remain available (24V.S.A. §1940(c)).

**NCATrak:** The VT SIU Grants Board adopted the use of NCATrak as the data reporting system of record for the VT SIU Grants Program beginning last year (FY13). To be eligible for receipt of VT SIU Grants, the SIU must currently use NCATrak (most SIUs/CACs are already compliant) or have a **partnering agreement** with a neighboring SIU to access the NCATrak application. To establish the existence of the partnering agreement, an MOU or letter of agreement should be included with your application narrative. **Note that NCATrak user fees are now fully paid by the SIU Grants Program in an annual direct payment to NCA.** This expense is no longer a line item concern for individual SIUs.

**Training Support Grants:** Training Support Grants remain an option for SIU use, but are subject to funding availability.

**Budget Worksheets:** Two budget worksheets are required, as in previous application years. The worksheets have been combined as separate tabs in a combined workbook. Budget Worksheet #1 is under tab 1; Budget Worksheet #2 is under tab 2. **Both worksheets must be completed.** NOTE – The worksheets are designed to use **negative** number entries in the blocks displaying RED numbers (-25.00) and **positive** number entries in the blocks displaying BLACK numbers (25.00).

**Reference Material:** The ***FY14 SIU Grants Handbook*** contains the updated information noted above, as well as the full listing of allowable and unallowable expenses. Please review this information thoroughly and refer to the guidance when completing your applications.

**NEW for FY14**, the SIU Grants Handbook is now in two versions. The original version is found in the ***Program Support Guidance*** handbook and the newer version is the ***Law Enforcement Guidance*** handbook which was edited to provide program guidance specifically for Law Enforcement Support Grants.

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**All SIU Grants Program Forms and Grant Guidance can be viewed and downloaded for use at:** <http://prosecutors.vermont.gov/special-investigation-units>

**Electronic Submissions:** In order to reduce the expense of copying and mailing documents, application documents and quarterly reports which require original signatures should be signed by your designated signature authority and the ***originals retained in your files locally***. A scanned copy of the original, transmitted in .pdf format, can be submitted electronically along with other required documentation to the Grants Program Manager.

**Deadline for Submission:** May 15, 2013

**Questions:** Please contact the Grants Program Manager directly:

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